DATE: March 8, 2024

MEMO: TO ALL BUILDINGS – PLEASE POST

FROM: Michael McLymore, Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – Senior Account Clerk – Food Services

At the present time the District has the following anticipated vacancies:

<table>
<thead>
<tr>
<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATC-007</td>
<td>Food Services</td>
<td>Senior Account Clerk</td>
<td>Internal Transfers (Current NECSD Senior Account Clerks) or Provisional</td>
</tr>
</tbody>
</table>

- **Transfers:** must submit a current resume and letter of interest to:

  Office of Human Resources, 124 Grand St. Newburgh, NY 12550 OR FAX to: 563-3468

* SENIOR ACCOUNT CLERK POSITION IS PROVISIONAL and contingent upon results of the Civil Service Exam when issued

  **Funding Source:** General Fund

GENERAL STATEMENT OF DUTIES:
Performs and/or supervises moderately difficult and responsible clerical duties in maintaining financial accounts and records; does related work as required.

A complete job description can be found on the District’s website at [www.newburghschools.org](http://www.newburghschools.org) under the ‘DISTRICT’ tab/Employment with the District.

- **Internal applicants** must submit a current resume and letter of interest to:

  Office of Human Resources, 124 Grand St. Newburgh, NY 12550 OR FAX to: 563-3468

  Please use the ‘Letter of Interest’ template found on the district’s website ([www.newburghschools.org](http://www.newburghschools.org)) under the District tab “Employment in the District”

- **External applicants** must respond via the OLAS Web Site ([www.olasjobs.org](http://www.olasjobs.org)) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Mr. McLymore. PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:tc